

COMMUNITY PARTICIPATION AGREEMENT FOR PARKS AND RECREATION DEVELOPMENT PROJECTS

PURPOSE

To provide a formal process for the Park and Recreation Board of the City of Arlington to evaluate proposals for community driven development projects on park property.

PROCESS

To submit a proposal for a park community development project, applicants should visit the Parks and Recreation Department and pick up a copy of project application. Applicant can also visit the Arlington Parks and Recreation web site and submit an application on online at <http://www.ci.arlington.tx.us/park/index.html>.

Upon receipt of an application, Parks and Recreation staff will review the application for completeness, evaluate the proposal, and forward it to the Park and Recreation Board Chair for further review.

REVIEW PROCESS OF RECOMMENDED PROPOSAL

The Parks and Recreation Board Chair will assign the project proposal to the Acquisition and Development Committee for further review.

The committee will review the proposal and will vote to forward the proposal to the Parks and Recreation Board as an action item for vote of approval or disapproval.

If the Parks and Recreation Board votes for approval of the project, staff will respond to the applicant and proceed with the following:

1. Ensure applicant is aware of the City of Arlington Parks and Recreation Department construction standards.
2. Applicant executes a Partnership Agreement.
3. Ensure applicant provides a status update throughout the project's development lifecycle.

**COMMUNITY PARTICIPATION APPLICATION
FOR PARK AND RECREATION
DEVELOPMENT PROJECTS**

For groups and individuals interested in proposing development projects with the City of Arlington Parks and Recreation Department, the following form should be completed and submitted on-line or in person to Parks Department Staff. If presenting a proposal in person, please call the Parks and Recreation Department @817-459-5474 for an appointment to speak personally with staff. All projects will be required to adhere to the City of Arlington Parks and Recreation construction standards. A copy of such standards is available at 717 W. Main, Arlington, Texas, 76013.

NOTE: This form is **NOT** for Park Partner volunteers. See
www.ci.arlington.tx.us/park/index.html.

PROJECT STATEMENT: *Briefly describe the project you are proposing and why you are proposing it.*

PARTNERSHIP STATEMENT: *Describe the nature of the partnership and who the partners will include. If an organization, be prepared to provide proof of group support or authorization for the project.*

Name: _____

Address: _____ City: _____ Zip: _____

Contact number: _____ Email: _____

Donation: _____

If a donation, are there any special conditions?

Partnership: _____

If a partnership, describe your role and your expectations of the Parks Department.

DOES YOUR PROPOSAL INVOLVE A PROJECT THAT HAS BEEN IDENTIFIED AS A PRIORITY IN THE CURRENT PARKS AND RECREATION MASTER PLAN? see <http://www.ci.arlington.tx.us/park/index.html> to view the current Park Master Plan

PROJECT DESCRIPTION: *Complete each of the following sections describing the project.*

Total Cost: What is the total estimated cost of the project you are proposing? Include a breakdown of the major cost components.

Funding: How do you propose to fund the project you are proposing?

Maintenance: Who will maintain the project upon completion? How will ongoing maintenance be funded?

Location: What is the location of the proposed project?

Project Timeline: Describe the timeline for the project and the time you will commit to the project.

New or Replacement: Is this amenity new or will it replace an existing amenity?

Project Benefit: Identify and quantify specific project benefits

Thank you for your interest in being a partner with the Arlington Parks and Recreation Department! We look forward to talking with you.

Whats Next?

Park staff will promptly evaluate your proposal and present your request to the Park Board for further action. If accepted, you will be contacted to enter into a formal agreement to move forward with the project.